



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

— Making a positive difference through education and service —

February 4, 2005

TO: School Administrator
District Testing Coordinator

FROM: Bill Gerling, Assistant Director of Assessment

SUBJECT: MAP Manuals Meetings, Spring 2005

The Missouri Assessment Program (MAP) District Test Coordinator's Packet for this spring's MAP assessments will be arriving in your school district on or before March 4, 2005. The testing materials will arrive in your district on or before March 15, 2005. In preparation for the administration of the MAP assessments, the Assessment Section will again coordinate regional meetings to cover these manuals and answer questions directly related to the administration of the assessments.

Information regarding the dates, times, and locations for these meetings is enclosed. For school personnel who have attended previous manuals meetings, it is worth noting that the procedures and administration forms for the MAP are the same as those used in previous years. The complete set of forms used in the administration of the MAP will be reviewed. All district test coordinators are invited to attend, and **new test coordinators are encouraged to attend.**

If someone from your district will attend (limit-2 people), we ask that you please RSVP to the designated contact person on the enclosure by the deadline date listed. **Registration by email is preferred.** If you have additional questions about the administration of the MAP, call the Department's Assessment Section at 800-845-3545.

Enclosure

c: Stan Johnson
Sharon Ford Schattgen
Curriculum Section
Assessment Section
MAP Regional Facilitators